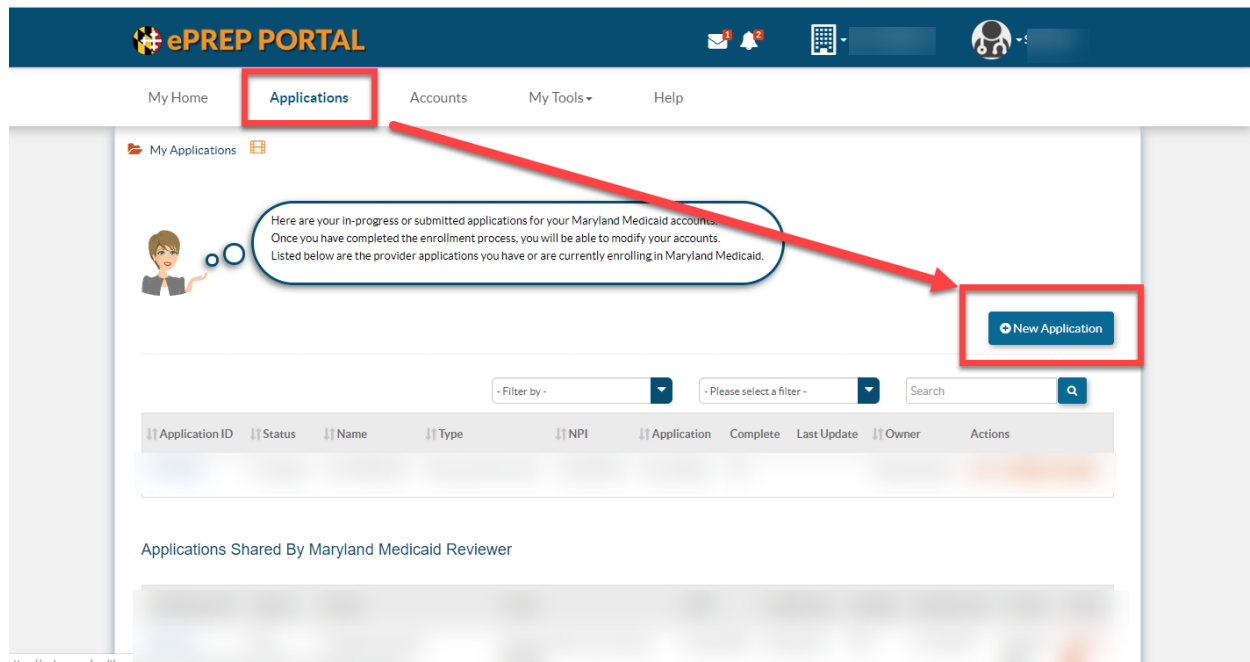


## ePREP Instructions for Group Pharmacist Prescribers: Uploading a Pharmacy License

Medicaid group pharmacist prescribers are required to be licensed pharmacies. However, the pharmacist prescriber group application does not indicate where license should be uploaded. The purpose of this document is to demonstrate how to upload a pharmacy license through the Signature form in the ePREP application.

Below are instructions for *newly* enrolling group pharmacist prescribers uploading pharmacy licenses in ePREP.

1. Navigate to **Applications** – select the “New Application” icon.



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2. Select **"I'm new to Maryland Medicaid, and I want to create a new application"**. ePREP will ask you to state what kind of provider you are. Select **"I'm a Group or FQHC health care practice"**.

The screenshot shows the ePREP PORTAL home page. At the top, there's a blue header with the portal name and navigation icons. A welcome message from a cartoon character asks the user to answer a questionnaire. Below this, there are several radio button options. The first option, "I'm new to Maryland Medicaid, and I want to create a new application", is selected and highlighted with a red box. Below it, the question "What kind of provider are you?" is asked. The second option, "I'm a Group or FQHC health care practice", is also selected and highlighted with a red box. A red arrow points from this box to the "Continue" button at the bottom right, which is also highlighted with a red box. Other options include "I'm enrolled in Maryland Medicaid, and I want to create an application", "I'm enrolled in Maryland Medicaid, and I want to affiliate with another provider", "I'm an Individual health care practitioner", "I'm a Facility, Clinic, Health Care Organization or Waiver Provider", and "I want to make changes to my account". A "Previous" button is at the bottom left.

3. Under the **Business Structure** section, select **"I'm a Health Care Group"**.

The screenshot shows the ePREP PORTAL "Business Structure" section. At the top, there's a blue header with the portal name and navigation icons. Below the header, there's a navigation bar with "My Home", "Applications" (highlighted), "Accounts", "My Tools", and "Help". A progress bar at the top shows four steps: "Start Application", "Business Structure" (current step), "NPI", and "Provider Type". A welcome message from a cartoon character asks the user to select a business structure. Below this, there's a section titled "I need a Maryland Medicaid account to bill for healthcare services and I am applying as:". The first option, "I'm a Health Care Group", is selected and highlighted with a red box. Below it, there are three bullet points: "I'll be using my Type 2 NPI (Organized Health Care Group)", "I have one or more affiliated health care professionals who render services", and "My Group practice has one or more owners". The second option, "I'm a Federally Qualified Health Center (FQHC)", is also visible. A red arrow points from the "I'm a Health Care Group" box to the "Continue" button at the bottom right, which is also highlighted with a red box. Other buttons include "Previous" at the bottom left.

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4. Under the **NPI** section, enter your National Provider Identifier (NPI). Please note this should be the Type 2 organization NPI you obtained for pharmacist prescriber (PT PH) group – NOT the NPI used for pharmacy (PT RX) billing. Then, verify the information is correct by selecting 'yes'.

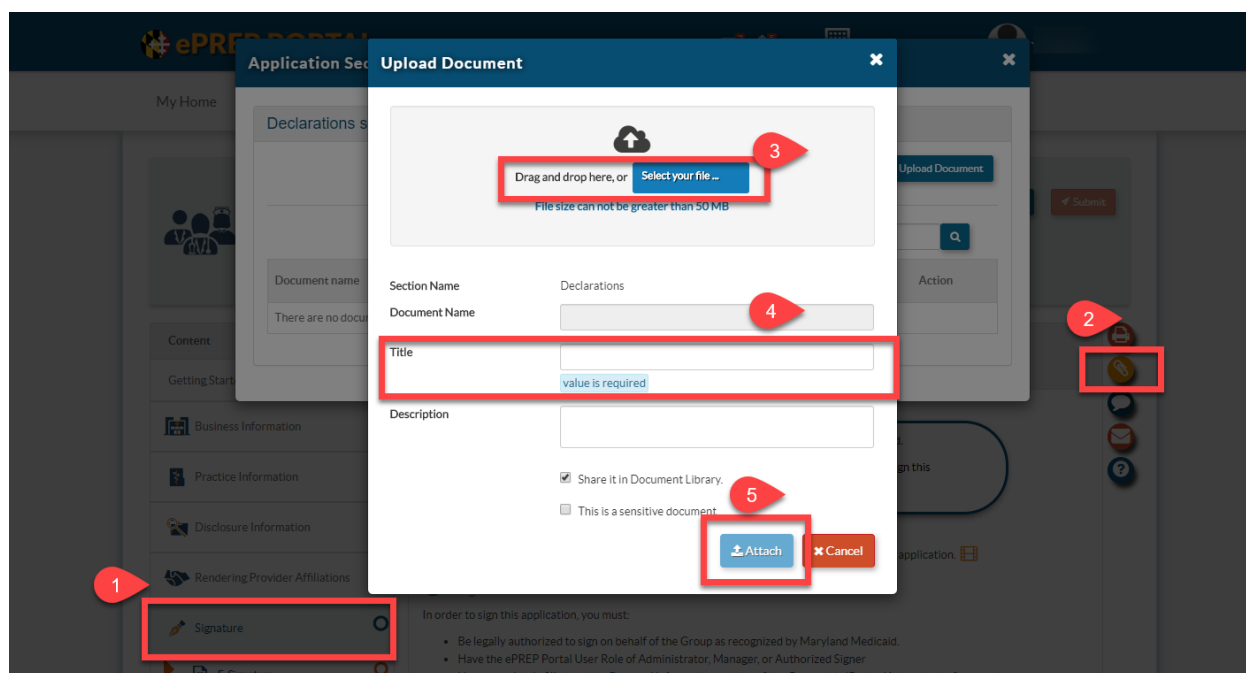
The screenshot shows the ePREP PORTAL interface. At the top, a progress bar indicates the current step is 'NPI', with previous steps 'Start Application' and 'Business Structure' completed, and 'Provider Type' pending. A message bubble says: "Terrific! Now I have your registry! To take safety precautions, check if your information is correct before moving on." Below this, the 'National Provider Identifier (NPI)' field is highlighted with a red box, containing a text input field with a green checkmark and a 'Verify >' button. Underneath, a list of fields (NPI, Type, Legal name, Taxonomy Code(s), NPPES address) is shown with blurred content. A confirmation section asks 'Is this information correct?' with radio buttons for 'Yes' (selected and highlighted with a red box) and 'No'. A red arrow points from the 'Yes' button to the 'Continue' button at the bottom right. A 'Previous' button is at the bottom left.

5. Select your provider type (pharmacist prescriber).

The screenshot shows the ePREP PORTAL interface at the 'Provider Type' step. The progress bar at the top shows 'Start Application', 'Business Structure', and 'NPI' as completed steps, with 'Provider Type' as the current step. A message bubble says: "Now that your NPI has been verified, select your Group's Provider Type from the drop-down list, and press Continue to move on." Below this, the 'Provider Type' dropdown menu is highlighted with a red box, showing 'Pharmacist Prescriber' as the selected option with a green checkmark. A red arrow points from this dropdown to the 'Continue >' button, which is also highlighted with a red box. A 'Previous' button is at the bottom left. At the bottom of the page, the footer text reads: "ePREP Portal Version: 4.10.6.23 Build: #751 © Copyright 2020 Digital Harbor Inc. All rights reserved." and there is an orange upward arrow icon.

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6. Click into the **Signature** form. Select the orange paperclip on the right side of the screen. An Upload Document window will appear. Select your file and add a title. Then, select '**Attach**'.



7. Return to the **Getting Started** form and proceed with the application. If you have any questions as you are completing the application, please contact the ePREP Call Center: 1-844-4MD-PROV (1-844-463-7768). Please direct questions regarding your participation in Maryland Medicaid as a pharmacist prescriber to [MDH.pharmacistenrollment@maryland.gov](mailto:MDH.pharmacistenrollment@maryland.gov).